



Transportation Assistant

Department: MH/MR/SA

Class Code: 4320

EEO Code: 28

FLSA: N

Effective: 01/04/1995

GENERAL STATEMENT OF DUTIES:

Under general supervision, performs work of moderate difficulty in supervising and coordinating the activities of a small fleet of drivers; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Supervises and coordinates the activities of a small fleet of drivers; assist in hiring, training, counseling, and appraising drivers; trains employees on vehicle policies and procedures; trains drivers on daily route and paperwork; reviews paperwork of drivers including time sheets, mileage sheets, attendance and monthly vehicle reports; investigates details of accidents and completes reports; schedules vehicle maintenance appointments; contacts consumers, parents, and caregivers regarding changes in van schedule; drives van routes as needed.; completes monthly transportation report; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Good knowledge of principals and practices of effective supervision; of County vehicle, maintenance and safety policies; of Chesterfield County topography. Working skill in training employees; in working with individuals with disabilities; in communicating effective with staff; consumers and the general public; in scheduling and changing schedules on short notice to meet the needs of the organization. Ability to assist individuals with disabilities on and off of vehicle.

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma and two years of experience in supervising a fleet of drivers; or an equivalent combination of training and experience. Must possess a valid Virginia vehicle operator's license. May require a valid Commercial driver's license (CDL).

ADDITIONAL REQUIREMENTS:

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
